

EVERGLADES COALITION, INC.

Administrative Coordinator Position Description

Resumes accepted until March 24, 2010; please submit to sfain@npca.org

The Everglades Coalition Administrative Coordinator is a part-time position not to exceed, on average, 20 hours per week. The total salary will be \$400 a week. The Coordinator reports to the Board of Directors, with one Board member designated as the direct supervisor. The Coordinator is responsible for the organization's consistent achievement of its mission and financial objectives. The Coordinator will be expected to execute coordination, administrative, and policy-related duties related to the activities of the Everglades Coalition. This position will be a contract position between the Coordinator and the Everglades Coalition, Inc.

The main responsibilities of the Coordinator are listed, though not limited to, the following:

Operational Coordination

1. Oversee the efficient and effective operation of the Everglades Coalition, Inc. to meet the expectations of the Board, Co-Chairs, members, and donors;
2. Provide support to the Board by coordinating meeting times and dates, preparing meeting agendas, supporting materials, and taking meeting minutes;
3. Assist the Board Secretary to conduct official correspondence on behalf of the Board and Coalition and jointly with the Board and Co-Chairs as appropriate;
4. Assist the Board Secretary to maintain official records and documents, and ensure compliance with federal, state and local regulations;
5. Assist the Board Treasurer to maintain checking account and records, to pay respective bills in a timely manner, and to share account summary at board and quarterly meetings;
6. Assist the Board Secretary and Treasurer to maintain and distribute accurate Membership information, including annual dues, for both mail and electronic;

Program Coordination

1. Coordinate timely member organization sign-ons to policy papers and position statements;
2. Distribute policy papers, position statements, and letters from the Coalition to respective recipients and decision-makers;
3. Maintain an up-to-date and visually appealing Everglades Coalition website, to include keeping website content current by posting sign-on letters, policy papers, position statements, updating member contact information, past and future conference information, and other relevant information, as needed;
4. Coordinate Everglades Coalition conference calls and quarterly meetings, including coordinating meeting dates and times; preparing meeting agendas and call-in numbers; writing up meeting minutes and carrying out follow-up action items;
5. Assist co-chairs, conference hosts, and board in preparing for, planning, implementing and executing the annual Everglades Coalition Conference where needed;
6. Execute other responsibilities as delegated by the Coalition Co-Chairs and Board members.

Qualifications and Skills Required

1. Competence in Microsoft Word, Outlook, and Excel, and QuickBooks;
2. Experience with event coordination;
3. Proven ability to self-start, self-motivate and be productive in an individualize workplace environment; work space will be available on most days in Hollywood, FL
4. Demonstrated written and oral communications skills;
5. Preference for basic knowledge of the Everglades ecosystem, management of non-profit organizations, and governmental processes and a personal commitment to the mission of a not-for-profit advocacy organization working to restore and protect the Everglades.